

MADERA COUNTY

SENIOR DEPUTY DISTRICT ATTORNEY

DEFINITION:

Under general direction, to lead, oversee and participate in the more complex, professional legal services related to criminal law through the District Attorney's Office; to perform a variety of professional legal services related to criminal law; to provide lead direction to others, as assigned; and to perform related work as required.

SUPERVISION EXERCISED:

May exercise technical and functional supervision over lower level staff.

DISTINGUISHING CHARACTERISTICS:

This is the advanced, journey-level classification within the Deputy District Attorney class series. Positions at this level are expected to prosecute the most difficult and complex cases, while providing instruction, assistance and training to other attorneys and/or legal support staff. Additionally, positions at this level work with minimal guidance and exercise considerable independent judgment. Positions at this level are flexibly staffed with the Deputy District I/II/III levels and are normally filled with positions from the Deputy District Attorney III level. When filled from the outside, the employee is required to have prior related experience that allows the individual to meet the qualification standards for the Deputy District Attorney III level.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

Interviews complainants and witnesses in regard to prospective misdemeanor, felony and criminal complaints, including law violations related to controlled substances; conducts pleadings, arraignments, pretrial agreements, and other aspects of the most difficult criminal trial work; reviews and assists in preparing search warrants; examines crime scenes and evidence; prepares bail reviews and bail increase/decrease motions; performs complex legal research; negotiates agreements with defense attorneys; makes recommendation on whether or not to proceed to trial, selection of jurors, prosecution of cases, sentences and disposition of files; prepares correspondence and reports; presents and prosecutes penal code violations in Madera County Courts and Appellate Courts, as appropriate; conducts citation hearings; consults with other District Attorney staff on questions of evidence and law and procedure related to specific legal problems; provides advice on search and seizure and development of evidence to local law enforcement personnel; handles difficult and specialized legal assignments for first legal impressions, Juveniles or Child Support; consults with and coordinates implementation of legal procedures with the Director of Child Support Services; reads and approves Welfare Fraud Cases prior to filing; may train new Child Support Specialists in legal procedures; directs investigations by law enforcement officials; handles assignments/cases related to the full range of criminal conduct, including: agriculture crimes, gang violence, child abuse and insurance fraud; may train and provide lead direction to lower level attorneys and/or other legal support staff.

OTHER JOB RELATED DUTIES:

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

Principles of criminal, constitutional and administrative law.
Specialized legal knowledge of assigned area.
Judicial procedures and the rules of evidence.
Principles, practices, methods, and materials of legal research.
Legal procedures and documents uses in court cases.
Operations, services and functions of a District Attorney's Office.
Principles of staff development and training.

Skill to:

Operate modern office equipment, including computer equipment.

Ability to:

Prepare and present criminal cases at all levels of the court system.
Prosecute complex and difficult felony cases.
Plan, organize and review the work of assigned staff.
Research, analyze and apply legal principles, facts, evidence and precedents to legal problems.
Analyze and appraise a variety of legal documents and instruments.
Present statements of fact, law and argument clearly and logically in written and oral form.
Deal tactfully and courteously with others when representing the Madera County District Attorney's Office.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

Three (3) years of legal experience comparable to that of a Deputy District Attorney I/II/III with Madera County. One (1) year of which must have been gained at the Deputy District Attorney III, or equivalent, level.

Training:

Graduation from an accredited school of law.

License or Certificate:

Active membership in the California State Bar.

Possession of, or ability to obtain, an appropriate, valid California Driver's License.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Effective Date: November, 2005